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BOARD OF FINANCE

APRIL 27, 2011

DRAFT

MINUTES OF MEETING

Members present: Mayor Kiss, Councilor Paul, Councilor Mulvaney–Stanak, Councilor Wright. Also present: Councilor Bushor, CAO Leopold, ACAO Schrader, Steve Goodkind, Public Works Director, Fire Chief Seth Lasker, Police Chief Michael Schirling, Larry Kupferman, CEDO Director, Amber Collins, Library Director, Joe Reinert, Assistant to the Mayor.

CAO Leopold presented the Board with a summary of budget offsets. He explained the potential cuts within the Fire Department revolved around the Fire Marshall staff and training but did not include reduction in firefighter staff, as minimum staffing would negate any savings in personnel costs. CAO Leopold provided the Board with shift directory that explained how minimum staffing and mandatory call-ins would be impacted with staffing reduction. CAO Leopold also summarized the revenue derived by the department through the ambulance service, indicating that due to the reductions in Medicare payments, the revenue for the service would, at best, remain flat. CAO Leopold explained that the staffing changes proposed for the Fire Marshall involved having the support staff in the Fire Marshall's Office revert to a responding firefighter when necessary to meet minimum staffing requirements.

CAO Leopold next addressed the potential reductions in the Police Department including the elimination of a parking enforcement position. He explained that the goal would be to not adversely impact ticketing revenue but it would bear watching in tandem with meter revenue. Other potential reductions include full cost-sharing with the Burlington School Department and elimination of a sworn officer position or an equivalent reduction in overtime due to the fact that the department is, while not fully staffed, optimally staffed for the first time in a number of years. Chief Schirling explained to the Board the staffing levels and its impact on overtime, stating that there is a balance that needs to be reached in staffing that would have a positive impact on overtime costs. If the department becomes fully staffed, they would actually see an increase in overtime due to court time call back.

CAO Leopold addressed potential reductions in expenses within the Department of Public Works as outlined in a memorandum from the department and some slight increase in revenue. Mr. Goodkind explained to the Board that three temporary employees would be reduced within the sidewalk snow removal program and the replacement of a sidewalk snow machine would be eliminated. Other than this, there were smaller reductions and revenue enhancements. As a result visible service impacts would be with snow removal.

Mr. Goodkind stated there were only two major General Fund supported activities within the Public Works Department: snow removal and equipment maintenance. As equipment maintenance impacts numerous General Fund departments, the only activity that can be considered to reduce the General Fund obligation is snow removal.

The CAO addressed the potential reductions outlined for the Fletcher Free Library which included reduced staffing of part time and temporary employees. This would primarily impact the Library's outreach programs.

CAO Leopold presented the potential reductions outlined for the Parks Department including reduction in staffing. It was noted that increased productivity in the Arena would be instituted with increased revenue anticipated.

CAO Leopold outlined reductions in staff hours that provide support of the Voter Registration activity. He explained that, in the future, it would be advantageous for the City to formalize the relationships and support currently provided by the Clerk/Treasurer's Office. With regard to the Clerk/Treasurer's Office, it was proposed to reduce the equivalent of two FTE's, one in Payroll mid-year; a half time position within the department supporting the land records indexing activities and a half-time FTE in the IT group. These reductions could be accomplished with the implementation of a new financial management and personnel/payroll system.

CAO Leopold addressed the Human Resources Department and reduction of one requested new position due to the implementation of the new financial management system. CAO Leopold indicated that the reductions in the HR and C/T Offices were dependent on the acquisition of this new system. The reductions would have significant impacts without the new system. Finally, there was the issue of system acquisition costs that would have to be addressed in the proposed budget for FY 2013.

CAO Leopold addressed that City Attorney's budget and a proposed reduction in outside professional services of \$100,000 and a reduction in charge backs to other departments of \$25,000. The net savings for the General Fund would be \$75,000.

CAO Leopold closed by reminding the Board of remaining budget items including funding for graffiti control, an offset for certain Marketplace services, and increased personnel costs for the reclassification of Battalion Chief in the Fire Department and the Chief Administrative Officer.

The Board agreed that it would be ideal to have a work session with the full City Council to begin at 5:30 p.m. on Monday.